



Vacancy Announcement

Program Specialist, GS-301-11

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Announcement Number: NW0301

Date Opens: December 22, 2003

Date Closes: January 8, 2004

Location: Washington Navy Yard

**Area of Consideration: Current Federal, DoD, DON
Employees/Reinstatement/
VRA Eligibles**

About Us: NDW is the regional provider of base operating support to sixteen Naval installations in the National Capital Region. Services provided include public works, human resources, information technology, supply, air operations, ceremonial support, public safety and environmental and safety. The sixteen installations are Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Solomons Island, National Naval Medical Center, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Indianhead, NSA Dahlgren, NSA Carderock, NSA Annapolis and Naval Research Laboratory.

About the Job: Incumbent serves as a program coordinator/analyst for Central Area Operations and is responsible for ensuring the efficient and effective delivery of Common Operating Support (COS) services to tenant commands and customers in the central operating area of the National Capital Region. Incumbent mediates conflicts and enhances communication between COS service providers and customers. Incumbent researches, reviews and evaluates impact of COS program accomplishments to ensure effectiveness and efficiency of service in compliance with DON and command directives and regulations. Incumbent develops, designs and establishes a regional database of tenant commands and customer points of contact. Incumbent reviews and evaluates inter-service support agreements and COS service contracts with tenant commands, customers and Program Managers to assure compliance with contractual regulations. Works with multiple service providers and customers to coordinate activities. Duties for this position will include organizing and managing logistics for working groups, host-tenant conferences, customer advisory boards and annual operation

conferences. Incumbent maintains a strategic understanding of the nature of various event opportunities and their impact on overall organization objectives and develops partnerships with internal/external customers.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower Grade level.

Knowledge, Skills and Abilities: In the body of your resume please address the following:

1. Knowledge of policies, procedures and good practices governing general customer service, strategic planning models and basic organizational development concepts.
2. Knowledge of Navy command structure and the military organizational relationships and techniques to ascertain effective and efficient execution of agency level and regional level of services.
3. Knowledge of principles, concepts, methods and techniques of logistics, planning, programming and budgeting.
4. Knowledge of physical security management procedures, law enforcement measures and fire safety and prevention.
5. Ability to communicate orally and in writing through diverse levels of command (comprehensive skill and practical experience in preparing and presenting clear, succinct oral and written reports and general correspondence).
6. Knowledge of automated data processing information technology and management information services used in support of physical security procedures, facility maintenance and property repair management.

PROMOTION POTENTIAL TO GS-12 WITHOUT FURTHER COMPETITION

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